

REPORT

DATE: September 14, 2006

TO: Administration Committee and Regional Council

FROM: Wayne Moore, CFO, moore@scag.ca.gov , 213.236.1804

SUBJECT: Revisions to Regional Council Stipend and Meeting Expense Policy

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the revised Regional Council Stipend and Meeting Expense Policy to include reimbursement of public transportation expenses.

SUMMARY:

Revising the Regional Council Stipend and Meeting Expense Policy to include reimbursement for public transportation covers those members who use public transit when attending a SCAG sponsored meetings or other SCAG business. Public transit expenses include bus and rail fares.

BACKGROUND:

At the July 6, 2006 Regional Council meeting, revisions to the Regional Council Stipend and Meeting Expense Policy were approved to more equitably reimburse Regional Council member for the use of privately owned vehicles when attending a SCAG sponsored meeting or conducting other SCAG business. The Regional Council policy revision, however, did not address public transportation expenses incurred by a council member. As a matter of equity, council members who use public transit will be reimbursed costs incurred similar to the reimbursement received by council members who use privately owned vehicles to attend official SCAG business meeting.

FISCAL IMPACT:

The cost of this revision is not expected to be within the \$7,000 estimated annual costs of the previous revision to the policy covering mileage reimbursement.

Regional Council Stipend and Meeting Expense Policy

1. Regional Council members shall receive a minimum \$120 stipend for attendance and travel to SCAG sponsored meetings or other SCAG business as authorized by the Regional Council. Regional Council members may also receive reimbursement for public transit expenses or a mileage reimbursement based on travel distance between the member's seat of government and SCAG's downtown Los Angeles offices per *Attachment A*; that lists the travel miles from member's seat of government to the downtown Los Angeles offices. Parking at SCAG's downtown Los Angeles office will be validated for RC Board members.
2. For attending meetings on behalf of SCAG at locations other than the SCAG Headquarters, RC members are eligible to receive the minimum stipend and mileage reimbursement for actual miles traveled and actual parking expenses. Mileage will be reimbursed at the federal reimbursement rate of \$0.445 per mile. RC Members must complete an expense reimbursement form and attach the signed meeting attendance sheet and parking receipt.
3. Regional Council Officers are eligible to receive up to eight (8) per diem stipends per month.
4. Regional Council members are eligible to receive up to six (6) per diem stipends for service per month.
5. The President may authorize up to two (2) additional per diem stipends per month for members.
6. Nine (9) or more per diem stipends per month require Regional Council approval.
7. Regional Council members shall receive a stipend for attending a SCAG meeting pursuant to a signature on the meeting attendance form.
8. Regional Council members will receive a stipend for attending the Regional Council meeting pursuant to signing both policy committee and Regional Council attendance forms. A Regional Council member may request from the President an excused absence from either meeting. The President will inform the Executive Assistant to the Regional Council of the approved absence and authorize payment of the stipend.
9. Regional Council members are eligible to receive a stipend to attend special meetings scheduled by the President via phone or videoconference. Staff shall record the names of the Regional Council members in attendance for the record and submit a copy to the Executive Assistant to the Regional Council for payment of the stipend.
10. Elected official representatives appointed by the President to SCAG policy committees or task forces shall serve with compensation. Elected official

representatives to SCAG policy committees or task forces are eligible to receive a \$70.00 stipend for up to four (4) meetings per month pursuant to signing the meeting attendance form.

11. Elected official representatives periodically attending SCAG task force meetings by videoconference from the SCAG remote site are eligible to receive a stipend pursuant to signing the meeting attendance form and faxing a copy to the Executive Assistant to the Regional Council. Elected officials cannot attend policy committee or Regional Council meetings by videoconference pursuant to Regional Council policy.